

REPORT DUE DATES

MONTH	DAY	ITEM	FROM	TO	REF.	PARA.	FORM
All	5	Flight Release Logs	FROs	Wing LO	R60-1	4-6.c	99
All	5	AEO Periodic Update Report	Squadron	Wing	P15	Pg. 56	Informal
All	10	Senior Training Report	All	HQ CAP	R50-17	2-6	STR
All	10	Vehicle Usage Summary	All	HQ CAP	R77-1	12.d.2	Online 73
All	20	Operations Monthly Activity Report	All	HQ CAP	R60-1	2-8	Online 18
1	1	Chaplains Statistical Report	Chaplains	Wing HC	R265-1	8.a	34
1	1	Begin New Property Document Register	All	N/A	R67-1	2-1.a	38
1	1	NCASE Crown Circle nominations	All	HQ CAP	R280-2	4.c	In P15
1	1	Safety Officer of the Year nominations	Squadron	Wing	R62-1	5	120
1	1	Annual Unit Safety Survey	Squadron	Wing	R62-1	2.1	Att. 4
1	1	List of Authorized Flight Release Officers	Squadron	LO	R60-1	4-9.a.5	
1	5	AE Excellence Award Program Monthly Report	Squadron	HQ CAP	P15	Pg. 56	In Brochure
1	15	Brewer Award nominations	Squadron	Wing	P15	Pg. 41	25
1	15	Cadet of the Year nominations	Squadron	Wing	R39-3	24.b.2	58
1	15	Senior Member of the Year nominations	Squadron	Wing	R39-3	23.a	Narrative
1	15	Communicator of the Year nominations	Squadron	Wing	R100-1 Vol 1	4-8.b.1	Narrative
1	15	Squadron Chaplain of the Year nominations	Squadron	Wing	R265-1	10.b	Narrative
1	15	Moral Leadership Officer of the Year nominations	Squadron	Wing	R265-1	10.c	Narrative
1	31	CAP Academic Scholarship applications	All	HQ CAP	R52-16	4-4	95
1	31	IACE applications	All	HQ CAP	R52-16	4-9.c	31
1	4 th Mon	State of the Unit Report	Squadron	Group	Pol Ltr CC-014	N/A	Narrative
1	4 th Mon	Unit Goals	Squadron	Group	Pol Ltr CC-014	N/A	Narrative
2	1	Crossfield Teacher of the Year nominations	All	HQCAP	R280-2	4.d	In P15
2	5	AE Excellence Award Program Monthly Report	Squadron	HQ CAP	P15	Pg. 56	In Brochure
3	1	Daedalian Flight Scholarship applications	All	HQ CAP	R-52-16	4-3	95
3	1	Annual S-3 (Equipment) Reports	Squadron	Wing	R67-1	3-12	S-3
3	5	AE Excellence Award Program Monthly Report	Squadron	HQ CAP	P15	Pg. 56	In Brochure
3	15	Annual Squadron Equipment Requirements List	Squadron	Wing	R67-1	3-5	
3	3 rd Mon	Group VII Newsletter Submission Deadline	All	Group	N/A	N/A	Narrative
3	3 rd Mon	Group VII Quarterly Award Nominations	Squadron	Group	Pol Ltr CC-005	N/A	Narrative

MONTH	DAY	ITEM	FROM	TO	REF.	PARA.	FORM
4	1	List of Authorized Flight Release Officers	Squadron	LO	R60-1	4-9.a.5	
4	5	AE Excellence Award Program Monthly Report	Squadron	HQ CAP	P15	Pg. 56	In Brochure
4	15	AFA Award to Outstanding CAP Cadets	All	AFA	R39-3	31	
4	15	AFSA Award to Outstanding CAP Cadets	All	AFSA	R39-3	32	
4	30	Quarterly Finance Report (for prior quarter)	Squadron	Wing	R173-1		173
5	5	AE Excellence Award Program Monthly Report	Squadron	HQ CAP	P15	Pg. 56	In Brochure
5	10	Summer REGION Activity Applications	Squadron	Wing	Varies		Varies
6	5	AE Excellence Award Program Monthly Report	Squadron	HQ CAP	P15	Pg. 56	In Brochure
6	3 rd Mon	Group VII Newsletter Submission Deadline	All	Group	N/A	N/A	Narrative
6	3 rd Mon	Group VII Quarterly Award Nominations	Squadron	Group	Pol Ltr CC-005	N/A	Narrative
6	30	Annual Inventory of Real Estate & Facilities	Squadron	Wing	R87-1	6	
7	1	Chaplain s Statistical Report	Chaplain	Wing HC	RR265-1	8.a	34
7	1	Appointment of Wing CAC Representatives	Squadron	Wing	R52-16	3-4.c	
7	1	List of Authorized Flight Release Officers	Squadron	LO	R60-1	4-9.a.5	
7	31	Quarterly Finance Report (for prior quarter)	Squadron	Wing	R173-1		173
8	15	DDR End of Year Report	Squadron	Wing	P55	3-4.e	
8	15	DDR Initiatives Program Applications (Funding Request)	Squadron	Wing	P55	3-4.c	
9	3 rd Mon	Group VII Newsletter Submission Deadline	All	Group	N/A	N/A	Narrative
9	3 rd Mon	Group VII Quarterly Award Nominations	Squadron	Group	Pol Ltr CC-005	N/A	Narrative
10	1	Unit Self Assessment	Squadron	Wing	R123-3	11.c.3	
10	1	List of Authorized Flight Release Officers	Squadron	LO	R60-1	4-9.a.5	
10	20	Report of prior Fiscal Year financial transactions	Squadron	N/A	R173-1	2.c.8	173
11	1	Annual Unit Financial Report for Fiscal Year	Squadron	Wing	R173-1	10	173
11	1	Group VII Hall of Honor Nominations	All	Group	Pol Ltr CC-017	N/A	Narrative
11	3 rd Mon	Group VII Annual Awards Nominations	Squadron	Group	Pol Ltr CC-005	N/A	Narrative

11	30	USAF Academy Prep School Applications	All	HQ CAP	R-52-16	4-5	
12	1	ES Alert/Resource Report	Squadron	Wing	R60-3	1-4.a.1	
12	15	Annual Squadron AE Activity Report	Squadron	Wing	P15	Pg. 56	In Brochure
12	3 rd Mon	Group VII Newsletter Submission Deadline	All	Group	N/A	N/A	Narrative
12	3 rd Mon	Group VII Quarterly Award Nominations	Squadron	Group	Pol Ltr CC-005	N/A	Narrative
12	31	National Cadet Special Activities Applications	Squadron	Wing	R52-16	4-1.b	31